

**Winnebago County
Land Records Council
Minutes**

Tuesday, July 28, 2015, 1:30 P.M.
1st floor Conference Room #119
County Administration Building
112 Otter Ave, Oshkosh, WI

PRESENT: LIO/County Planning & Zoning Director-Jerry Bougie, Emergency Management Director-Linda Kollmann, County Treasurer-Mary Krueger (Chairperson), County Property Lister-Liz Nichols (Secretary), County Register of Deeds-Julie Pagel (Vice-Chairperson), Realtor-Paul Schmidt, Surveyor-Jim Smith.

EXCUSED: County Board Supervisor-Larry Kriescher, Public Member/ECWRPC-Michael Zuege
OTHERS PRESENT: Diane Culver, Dean Kaderabek, Dave Levine.

The meeting was called to order by Mary Krueger at 1:34 P.M.

1) INTRODUCTIONS

- a) Each member of the Council introduced themselves as well as the others present.

2) APPROVAL OF MINUTES

- a) Mary Krueger called for a motion to approve the minutes.
 - i) Motion was made by Julie Pagel and seconded by Jerry Bougie to approve the minutes from July 30, 2014 and April 28, 2015.
 - ii) Motion carried unanimously.

3) LAND RECORDS PROGRAM UPDATE

- a) Mary Krueger asked Jerry Bougie to give a Land Information Officer (LIO) update.
 - i) Jerry Bougie gave a report on the following:
 - (1) Act 20 and the Wisconsin Land Information Program (WLIP).
 - (2) County Retained Fee/Grant Report.
 - (a) Linda Kollmann asked about the retained fee trend.
 - (i) Julie Pagel replied \$5 of the \$30 document recording fee previously retained by the County and used to redact sensitive information is now retained by the State.
 - (b) Paul Schmidt asked about comprehensive plan jurisdiction in regard to county comprehensive planning.

- (i) Jerry Bougie described the mechanics of county and town comprehensive planning.
- (c) Paul Schmidt asked about potential land records modernization fund deficit.
 - (i) Jerry Bougie replied that very conservative budget forecasting was applied to next year's budget and some current budget items were put on hold.
- (3) 2015 GIS projects.
- b) Mary Krueger asked Julie Pagel to give a Register of Deeds (ROD) update.
 - i) Julie Pagel gave an update on the following activities:
 - (1) Increase in document recordings (1,250 recorded document increase from last year).
 - (2) Budgeting for additional server storage.
 - (3) Completed indexing documents back to 1935 (380,000 documents over 4 years).
- c) Mary Krueger asked Liz Nichols to give a Real Property Listing update.
 - i) Liz Nichols gave an update on the following activities:
 - (1) Land divisions have doubled at present compared to this time last year.
 - (2) Ascent Land Records internet access for town officials.
 - (3) Act 55 and required information to be printed on the tax bills.
 - (4) Real Property has established a goal to begin review of all new documents daily.
 - (5) Upgrade the existing ½ time position to full time for 2016 budget.
 - ii) Paul Schmidt asked about recording fees for Certified Survey Map (CSM).
 - (1) Jerry Bougie explained the adopted fee schedule.
- d) Mary Krueger gave an update on the following Treasurer activities:
 - i) They are currently collecting 2nd installments of tax payments.
 - ii) Budgeting for the Ascent Receipting module for town tax collection.
 - (1) No transfer of data between town and County; therefore, the tax bill payment status will be live.
 - (2) Jerry Bougie asked about the town cost.

- (a) Mary Krueger replied it will be slightly higher than the current cost.
- iii) Delinquent taxes have gone down; however, that means taxes are paid on time and no revenue to offset tax levy.
 - (1) State Statutes require 1% penalty for delinquent taxes.

4) 2016 WINNEBAGO COUNTY LAND RECORDS MODERNIZATION BUDGET

- a) Mary Krueger asked Jerry Bougie to present the proposed budget.
 - i) Jerry Bougie presented and discussed the 2016 proposed Land Records Modernization budget.
 - (1) Paul Schmidt asked whether there was any state funding for Farmland Preservation planning.
 - (a) Jerry Bougie replied there was no state funding at this time.
 - (2) Paul Schmidt asked about the functions of the Land Records Council (LRC).
 - (a) Jerry Bougie replied LRC is an advisory body to the Winnebago County Planning and Zoning Committee on matters concerning the modernization of land records.
 - (3) Liz Nichols asked about Land Records Suite (LRS) system performance.
 - (a) Dean Kaderabek replied Information Systems (IS) is monitoring the situation and has strategies to manage them.
 - (4) Linda Kollmann made a motion to approve and send the 2016 proposed Land Records Modernization budget to the Planning and Zoning Committee.
 - (a) Julie Pagel seconded the motion.
 - (b) Motion carried unanimously.

5) ADJOURNMENT

- a) Mary Krueger asked for a motion to adjourn.
 - i) Linda Kollmann made a motion to adjourn the meeting at 2:51 p.m. and was seconded by Jerry Bougie.
 - ii) Motion carried unanimously.

Respectfully submitted,
Dean R. Kaderabek
Recording Secretary